



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date 3/12/73		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed MAY 1 1973 73-329 MAY 2 1973	
2. Agency Application No. 73-4		3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Public Safety Division of Investigation 959 E. Confederate Ave., S.E. Atlanta, Georgia 30301		4. Person to Contact Theresa Tucker <i>U</i> Bobbie Tucker <i>B1</i>	
				5. Working Title Stenographer	6. Tel. No. 627-3531
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series 1972 to present		9. Exact Series Title Director's and Deputy Director's subject files			
10. What is the function of the office in which this record series is created? The primary goals of the Division of Investigation are to provide crime prevention efforts and criminal investigative services to local law enforcement agencies and the Executive Branch of Government of the State of Georgia. To perform these functions the Division provides: 1. General investigation of crimes after the fact. 2. Specialized investigations of narcotics major case, auto theft, commercial loss, and organized crime intelligence. 3. Technical expertise in electronic, optical, and photographic surveillances. 4. A statistical data base for reflecting the criminal activity occurring within the State. 5. A Crime Information Center that will retrieve, store, and disseminate information regarding all types of crime as submitted by local law enforcement agencies. 6. Training in law enforcement skills for investigative agencies.					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). Documents relating to areas of responsibilities of the Director and Deputy Director and their staff. Included are correspondence, internal memos, correspondence from Governor's office, speech file, studies, reports, projects prepared by the Director and Deputy Director or staff, policies and procedures, proposed, current and obsolete. File arranged alphabetically by subject and thereunder chronologically.					
ATTACH SAMPLES OF THE FILE					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers		2	3	2 3	
Legal-size File Drawers				Floor Space Occupied (Square Feet)	
				In Office(s) In Storage Area(s) 6 ft.	
				This Year's Last Year's Preceding Year's All Prior Years'	
				AVERAGE DAILY REFERENCES	
				4 1 - -	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [] []
14. Is there a duplication of this series in another office or agency? [] ☒ []
15. Is the information contained in this series ever summarized or published? [] ☒ []
Attach copy of summary or publication.
16. Does the series contain classified information requiring security handling? [] ☒ []
17. Does the series initiate, amend or terminate agency policies and procedures? ☒ [] []
18. Could the function be performed if the files were lost or destroyed? ☒ [] []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] ☒ []
20. Does the record series provide data as input to an EDP file? [] ☒ []
21. Does record series contain documentation produced as EDP printout? [] ☒ []
22. Has the Federal Government issued instructions governing the retention/disposition of these files? [] ☒ []
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☒ [] []

24. **Director's and Deputy Director's files have historical value.** REQUIREMENTS. The following requires the files to be kept indefinite years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☐ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

The series provides documentation of Director's and Deputy Director's administration.

25. **AGENCY RECOMMENDATIONS.** This agency recommends that the file series be cut off at the end of each ☒ CALENDAR YEAR ☐ FISCAL YEAR ☐ OTHER _____, then:

- ☒ Hold in the current files area _____ month(s)/ 1 year(s):
- ☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold _____ year(s):
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Destroy immediately after cut-off.
- ☐ Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

To help preserve history of Department of Public Safety.
Division of Investigation

Records Management Officer (Signature) <i>William M. Nixon</i>	Date <i>April 10, 1973</i>	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Ray B. [unclear]</i>	<i>4-9-73</i>
	State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. Nixon</i>	<i>5-2-73</i>
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carroll [unclear]</i>	<i>4-30-73</i>
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Robert [unclear]</i>	<i>5-2-73</i>

STATE RECORDS COMMITTEE